Streamlined Reference Check Processes for Hiring

Attention Supervisor and Hiring Teams,

We are excited to announce enhanced and more efficient processes for obtaining reference check reports via WyoCloud. **Search Administrators** are able to follow, verify, progress and finalize reference reports directly in WyoCloud. The major benefit of the streamlined retrieval process is that **Search Administrators** are now able to obtain the reports independently. This improved functionality enables search committees to move forward quickly once the reports are completed.

Effective February 1, 2024: Search Administrators will be responsible for finalizing, and reviewing their candidate reference reports.

Please note: You must allow for the allotted 72 business hours, OR the receipt of 4 survey completions to finalize the report.

The Quick Reference Guide (QRG), Finalizing Candidate Reference Reports & Interpreting the Results, contains step-by-step instructions on how to locate, finalize, and view the reference reports for your active search. Search Members do not have access to the report, so please ensure the appropriate training, "WyoCloud HCM Hiring Access Training: Search Administrator," has been taken.

As always, if you run into any issues or have questions, please reach out to HR Talent Acquisition at recruit@uwyo.edu or 307-766-2377. The HR Talent Acquisition team is also available for scheduled in-person, virtual or phone meetings. View their booking page to see availability and book time to connect with a member of the team!

Resources

- HR Website
- Employee Handbook
- Direct Deposit QRG
- Updating Personal Information QRG
- Campus Wellness Resources

Contact Information

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